



Vacant Property Registration/Exemption Form Instructions

All vacant properties must be registered with the District. Fill out the blue sections of this form that apply to your property, and sign & date the form.

If you are requesting a special exemption, or appealing an exemption denial, fill out Sec. A and Sec. F.

- 1) In the upper left hand corner print the year you are registering the property. Just below the year circle the tax periods that apply.

Example:

TAX YEAR
2011
Oct 1 – March 31
Apr 1 – Sept 30

- 2) Sec. A. Please provide property and owner information.
- 3) Sec. B. If simply registering your vacant property, check the box to the right and pay the \$250 fee.
- 4) Sec. C. Only answer this question if the property is not vacant, but occupied. Check the box to the right, and sign & date the form (Sec E.).
- 5) Sec. D. If requesting an exemption, check the appropriate box to the right and provide supporting documentation.
- 6) Sec. E. Sign and date the form.
- 7) Sec. F. If requesting a special exemption or appealing an exemption denial, check the appropriate box to the right and sign & date here.